

BOARD OF DIRECTORS

MEETING MINUTES

Date: 9/16/2021

Time: 5:01 PM

I. Call to Order

President Corbett called the meeting to order at 5:01 p.m. and welcomed new Board Member, Darlene Riebe to her first Board meeting.

Members Present:

President, Mike Corbett, VP, Steve Gibson, Secretary, Pat Pretz, Treasurer, Helen Jiang. Members: Tom Anderson, Kathy Brens, Joyce Cregier, Brian Henry, Ed Klosowski, Bob Matson, and Darlene Riebe. Absent: Vanessa Bell-LaSota, and Sue Villanova.

Others Present: Lindsay Judd, Executive Director, and David Pietryla, City of St. Charles Liaison.

II. Approval of Minutes

The minutes from August 19th were approved with corrections. The City Liaison report by David Pietryla, was changed to show the city council retreat date corrected from December to September. The report will add that Bryan Wirball, 4th Ward Alderman, also attended the board meeting with David Pietryla.

Steve Gibson made a motion to approve and amend the minutes and Joyce Creiger seconded. Motion carried.

III. Financial Report

Treasurer, Helen Jiang presented the financial report for August 2021. There was review and discussion. **A motion to approve was made by Brian Henry and seconded by Steve Gibson. Motion carried.**

IV. Director's Report

- Lindsay Judd reported that two volunteer training sessions have been held. The August 28th session had four general volunteers who have offered to do cleaning, gardening, and work in the gift shop. The second session was held on September 4th with four volunteers who will work with the collection and research tasks. Four volunteers have already begun volunteering.

- Bryan and Joyce Ostberg, historians, and anthropologists, spent three days photographing over 1,000 native American artifacts from the Allen Site Mounds in the Museum's collection. The Oseberg's believe this is the largest collection of Native American Artifacts in northern Illinois. The collection has been digitized for us at no cost, and we will have access to several short YouTube videos about their findings.
- Michael Corbett and Lindsay Judd reported that beginning in January, because of potential liability, background checks will be required for all staff, board members, and volunteers. Clear Checks is the name of the company, and the charge is \$19.99 for each background check.
- Although only four children attended, the pickle demonstration will be an annual event, held at the same time of year.

V. Old Business - None.

VI. Committee Reports

Education Committee:

Lindsay Judd gave the report for Vanessa Bell-LaSota who was absent.

- October 8th and 9th during Scarecrow Fest, the museum will feature a craft. Kids will be making cornhusk dolls to take home.
- Scripts are being written for the History Mystery Tour to take place in October.
- Crafts for children will be offered during both the winter holiday break and spring holiday break.
- The museum and the St. Charles Public Library will partner to plant a victory garden next April.

Fundraising Committee:

Steve Gibson reported that Monica Corbett has joined the Fundraising Committee and has helped with identifying and securing entertainment for the gala.

A friend of Kathy Brens has donated an "It's a Wonderful Life" Bedford Falls village to the Museum and there was discussion on how to best display it.

The Committee is now meeting weekly because of pressing items to be completed, including the contract to be signed with Dunham Woods Riding Club.

A motion was made by Joyce Creiger to allow Steve Gibson to sign a contract with Dunham Woods Riding Club for 106 guests at \$50 per person. Darlene Riebe seconded the motion. The motion carried.

Press releases, online and printed invitations are all in the process of being designed and written.

Kathy Brens wants a requirement for all guests attending the gala to be vaccinated, although vaccination cards will not be required at the event. **A motion was made by Steve Gibson that this event will be for vaccinated guests only and that such wording will appear on all promotional items. The motion was seconded by Brian Henry and a vote was taken. Motion carried with one opposed vote.**

Everyone is invited to attend weekly Fundraising Committee meetings on Wednesdays at 3:00 p.m.

Gift Shop Committee:

Sue Villanova reported that the gift shop will be open during Scarecrow Fest and cider will be offered to shoppers.

The gift shop will also be opened during the History Mystery event.

Members of the museum will be able to take advantage of holiday shopping during four separate evenings in November and December.

Mike Corbett stated that the 2019 gift shop sales were reported incorrectly, and Steve Gibson said it is not possible to compare current sales numbers with past years because ticket sales were included with gift shop sales. Going forward systems are in place to track gift shop sales from ticket sales.

Membership Committee:

Joyce reported that membership has doubled this year along with revenue.

The VIP event is on September 19th with Alex Gibson speaking on Frank Lloyd Wright, and VIPs are urged to attend.

The bookcase is at capacity and Randy Norris will be asked to build another shelf for the addition of future members.

Facilities Committee:

Ed Klosowski reported that he will meet with Lindsay this Wednesday, September 29th and possibly Bernie Kehoe for the security system installation. He is also reviewing the Museum's Halloween inventory for seasonal decorating

City Liaison:

David Pietryla reported that there is nothing new to report on the apartment building proposed on Riverside Drive.

There are new owners/developers for the Charlestowne Mall property with a plan to include apartments, town houses, single-family homes, and exterior retail.

The east side (Hoffman property) also has a proposal for a new project, a gated community. Feedback was given to the developer. The public is invited to attend on September 25th via Zoom, the seminar/meeting with the St. Charles City Council members from 8:00 a.m. until noon.

VII. President's Report

Mike Corbett reported that due to a change in Ellen Maglio's circumstances, she requires employment with medical benefits. It will be difficult to see her resign but she has promised to give the Museum a 2- week notice.

The year-end budget will be drafted for the October meeting and voted on for approval in November. If approved there will not be a December Board meeting.

VIII. New Business

Steve Gibson pointed out that a membership perk we promote in our brochure/website is a reduced price for programs or special events. Currently, we are not giving that benefit to our membership.

Steve Gibson would like to host a Christmas party this year for staff, board members and volunteers. More information will follow.

IX. Adjournment

Meeting was adjourned at 6:20 PM

Adjournment until: Thursday, October 21, 2021, at 5:00 P.M.
St. Charles History Museum
215 E. Main St.
St. Charles, IL 60174

Respectfully Submitted,

Patricia Pretz
Board Secretary